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| **Job Title** | **Division:** |
| Finance & Operations Manager (Grade E) | Asia Pacific Hub |
| **Responsible to:** | **Location:** | **Date:** |
| Managing Director  | Kuala Lumpur | June 2023 |
| 1. **OVERVIEW**
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| Family Planning 2030 (FP2030) is a global partnership of governments, civil society, multilateral organizations, donors, private sector, and researchers committed to supporting the rights of women and girls who wish to use contraception. Our vision is a future where women and girls everywhere have the freedom and ability to lead healthy lives, make their own informed decisions about using contraception and having children, and participate as equals in society and its development.Since our founding in 2012, much has been achieved, but more remains to be done. The global family planning community agreed that the gains of the last nine years should be sustained by extending this pivotal partnership. Through a global consultation, stakeholders from around the world provided their input on the future of family planning. Together, the community created a shared vision for 2030 that builds on progress achieved to date, adapts the partnership in response to the lessons of the first nine years and positions us to achieve the future women and girls around the world are asking for.The FP2030 Support Network includes five regional hubs: North, West and Central Africa; East and Southern Africa; Asia and the Pacific; Latin America and the Caribbean; and North America and Europe. The FP2030 Support Network is led by an Executive Director who reports to the Governing Board. Each hub is headed by a Managing Director supported by a small team. The hubs are hosted by NGOs in each of the five cities where the hubs are located. The operationalization of the regional hubs is the key element of FP2030’s new decentralized and localized structure which was put in place in 2022.Each Managing Director reports to the FP2030 Executive Director who will lead the coordination and management of the Support Network. The Executive Director and the Managing Directors will work as an Executive Leadership Team to ensure that the vision and goals of the FP2030 partnership are fulfilled, and that momentum towards new commitments is maintained. IPPF-ESEAOR has been selected to host the FP2030 Asia Pacific Regional Hub beginning 2022.**Job Overview**The post-holder will be responsible in managing the finance and office operations of the Hub, including logistical, human resource and technical financial support to all the FP 2030 Asia Pacific Hub personnel. S/He will also ensure that policies, procedures and practices of the Hub and its personnel adhere or comply to legal obligations and project requirements of donors/partners.  |
| 1. **WORKING RELATIONSHIPS**
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| Reporting to the Managing Director, the Finance & Operations Manager will work closely with the rest of the Hub team. They will also collaborate closely with the Executive Directorate and with the Director, Finance and Grants, and other relevant staff members across the Support Network. A dotted line to the Head of Corporate Services of the hosting organization (IPPF-ESEAOR) will be established for smooth coordination of work and support.  |
| 1. **MAJOR TASKS & RESPONSIBILITIES**
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| **Operations*** Leads the development and execution of contracts and other business agreements for the Hub team, working closely with the hub host. Support executing FP2030 and hub host requirements around agreements, working closely with the hub host’s Finance and Contracts staff and with the Managing Director.
* Ensures documentation of required due diligence, in alignment with all FP2030 and hub host policies, for vendors, partners, and other relationships.
* Oversees the processing and tracking of payments to Hub vendors, working closely with the hub host and with the Hub team.
* Collaborate with the Director, Finance and Grants and their team to ensure that expenses are being tracked in keeping with FP2030’s policies and funder requirements and to troubleshoot any issues as needed, including connecting with the hub host’s Finance team.
* Ensures that Hub team members understand and are compliant with hub host and FP2030 financial procedures, including around travel spending and expense reimbursements.
* Ensure that all Hub team members take all trainings required by FP2030, including trainings around safeguarding, in addition to all trainings required by the hub host; support and troubleshoot any issues that arise regarding accessing or attending trainings.
* Leads financial reporting processes as appropriate, under the direction of the hub host’s Finance team and FP2030’s Director, Finance and Grants.

**Administration*** Ensures logistical and administrative support to the Managing Director, including managing scheduling and calendar, meeting set up and logistics, and appropriate follow-up after events.
* Ensures logistical and administrative support to the Hub team, including supporting meeting set up and logistics.
* Coordinate with other Operations and Administrative staff members or relevant contacts within the Support Network regional hubs to ensure cross team collaboration, communication, and appropriate flow of day-to-day activities
* Connect with NAE Hub and Executive Directorate team members as appropriate to ensure that the Hub team has access to FP2030 resources, systems, tools, and information, troubleshooting as needed. This may include supporting Hub access to FP2030’s Sharepoint system, Salesforce resources, and FP2030 email account as well as other shared resources.
* As directed by the Managing Director, provide support as needed, to include: conducting research, drafting and producing materials, taking notes during meetings or calls, and ensuring meeting follow-up.
* Coordinate Hub reporting to FP2030, including content for funder reports and reporting to FP2030’s Senior Leadership Team. Provide support to the Hub team on special projects as needed.
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| 1. **EDUCATION & QUALIFICATIONS**
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| Bachelor’s degree required. |
| 1. **KNOWLEDGE, SKILLS AND ABILITIES**
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| * at least 3 years in managerial level + 5 years of experience in finance and operations, logistics, project management, or a related field.
* An interest in and passion for global health, family planning, reproductive health, international development, or women’s rights issues strongly desired.
* Experience in international affairs and development and/or knowledge of the international nonprofit sector is desirable.
* Strong writing and communication skills.
* Knowledge of and experience with MS Office Suite (Word, Excel, Outlook, PowerPoint). Strong Excel skills required.
* Strong attention to detail and demonstrated excellence working in a fast-paced environment.
* Strong professional interpersonal skills and diplomacy.
* Very strong organizational skills and attention to detail.
* Team player with adaptable and pragmatic approach to work, able to work independently as well as with a team.
* Strong time management and prioritization skills and the ability to meet deadlines and deliver objectives on time despite time constraints and pressure situations.
* Written and spoken fluency in English (professional fluency in another language is an asset).
* Willingness to travel (up to 20%).
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| 1. **PERSONAL COMPETENCE**
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| * Politically astute with a good understanding of the bigger picture, culturally sensitive and diplomatic.
* Enthusiastic and motivated about FP2030’s vision, mission and values.
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**Application**

Applications are particularly encouraged from women and from people with disabilities. FP2030 values equity-centred leadership and commits to furthering its racial and social justice values and commitments by integrating them into the organizational culture and weaving them into its global partnership work.

The above is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.

Agree to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy

 ‘IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects      all       employees, volunteers,      contractors       and       partners      to       share

this       commitment

**Interested individuals should submit an application form, resume and 1-page cover letter to : Pauziah Ali;** **pali@ippf.org****, with the job position you are applying for as the subject of the email by 10 October 2023. Please note that IPPF-ESEAOR will not consider applications that are not done in the requested format.**